



Chandler Municipal Court | 200 E. Chicago Street, Chandler, AZ. 85225

(480) 782-4700 | Fax: (480) 782-4752 | www.chandleraz.gov

Submitting Exhibits

1. Any exhibits you wish to have considered should be brought with you at the time of the hearing. Alternatively, you may drop off exhibits at the Court (at the front counter or in the Court's drop box at the front of the building). Emailed exhibits will not be accepted.
2. You **MUST** provide two copies of all exhibits – one for the court and one for the other party.
3. Keep in mind any Exhibits you submit to the Court **will not be returned to you.**
4. Digital files (audio, video, etc.) can be viewed via: CD, DVD or USB Flash Drive. Please be certain it does not have other files or information on it, other than the Exhibits you wish to present.
5. All Exhibits must be marked/saved individually and named as Exhibit 1, Exhibit 2, etc. The Judge will refer to your Exhibits this way during the Hearing.
6. If you are bringing a video that was recorded on a surveillance system, please keep in mind that it may not be compatible with our current video reproduction software due to intellectual property licensing limitations.
7. The Court will **not** view images or listen to audio directly from a phone or any other device.

Submitting a Witness List for Hearings

1. Provide the Court with a list of witnesses at the time of your hearing.
2. Advise witnesses of the date and time of the hearing.
3. Witnesses must be present at the court for the duration of the hearing or until released by the Judge.